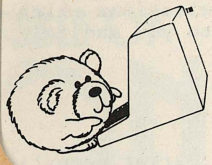
$3

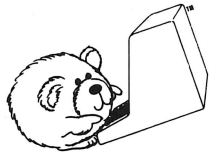


A21RS

Short-Term Reservations

USER'S MANUAL

MARKET COMPUTING



A21RS

Short-Term Reservations

USER'S MANUAL

SHORT-TERM RESERVATIONS keeps track of availability and use of facilities. It sets up a weekly schedule for each facility and makes reservations up to 2 weeks in advance. As many as 12 daily time periods can be pre-entered for each facility, and up to 15 facilities per disk can be reserved.

System requirements: 48K Apple II+, 2 disk drives in slot 6 and an 80-column printer in slot 1.

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The SHORT-TERM RESERVATIONS program sets up facility user schedules and makes reservations up to 2 weeks in advance. Reservations take less than a minute to make, and individual reservations or a complete list can be reviewed at any time.

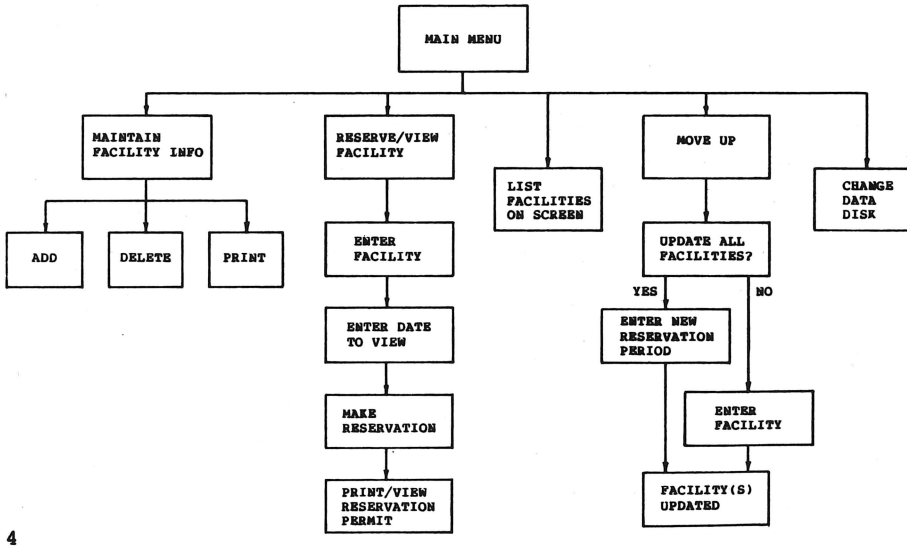
You use the program like this:

First, you create the schedule for each facility in advance.

Then, when someone wants to use the facility, you check the computer to see if the facility is available for that date and time. If it is, you reserve it and print a Reservation Permit to give the user.

Periodically, you extend the reservation period and drop old reservations.

The diagram below illustrates how the program is structured to perform these activities:



What's In This Manual?

This user's manual contains:

* Pictures of the screens and reports you will see in the program
* Explanations of what the various options do
* Special instructions for entering data (e.g., form for times)
* Copy procedure for protecting your program from data loss
* Initializing procedure to format data disks

The SHORT-TERM RESERVATIONS program is designed to be self-prompting, which means that instructions for running the program are displayed on the computer screen. The manual describes these instructions in more detail to help you become familiar with the operation of the program.

A Word About Notation.

In this manual, we put brackets [] around words, letters or numbers that you will type (e.g., [P]), and we refer to control keys like this: <RETURN>.

Y/N Questions.

When you see (Y/N) on the screen, such as:

IS THIS CORRECT (Y/N)?

you are being asked to select either "YES" (Y) or "NO" (N). Type [Y] or [N].

Using RETURN To Enter.

In situations where your entry can vary in length--such as a number which can be 1 or more digits long--type the number you want and then press <RETURN> to tell the computer you are done.

When asked for a 1-character response, such as "Y" or "N", just press the key for that character without <RETURN>. The computer will immediately go on to the next step in the program.

Control S To Stop.

To stop the screen from scrolling up while listing information, press the <CTL> key and the <S> key at the same time. Pressing any key on the keyboard restarts the listing.

Software Registration Card.

If you have not already done so, please complete and mail the Software Registration Card enclosed in the front of this manual. This card helps us provide service should your diskette become damaged and to inform you about updates and future products. We've also included a Change of Address Card for your convenience.

Give Us Feedback.

Use the Comments Card to give us your suggestions about the program and the manual. We've also provided a "Notes" section at the back of this manual to use as you go through the program. We want to incorporate any suggestions from our users that will improve the usability of the program in future revisions.

GETTING STARTED

When you first receive SHORT-TERM RESERVATIONS, we recommend that you follow the procedure described below:

Write-Protect Your Original Diskette.

First, write-protect your original SHORT-TERM RESERVATIONS master diskette by taping over the write-protect notch on the edge of the diskette. This prevents you from accidently erasing or destroying the program while making copies.

Make Working Copies.

Next, make one or more working copies of the program. For your convenience, we have outlined the procedure for copying diskettes in Chapter 7 of this manual. You will also find the procedure in your Apple DOS Manual.

Start Up The Program.

To begin using SHORT-TERM RESERVATIONS, insert a working copy in drive 1. Put an "initialized" data diskette in drive 2. (Chapter 7 explains the procedure for initializing diskettes.)

Turn on your computer system, or if the system is already on, type [PR#6] (do not type the brackets). The program will be loaded into the computer and you will be greeted by the Market Computing Warm Fuzzy.

When you see the Main Menu, you are officially into the program. Chapter 2 will explain how to use this menu.

THE MAIN MENU

The options on the Main Menu provide access to the major functions of the program. The Main Menu looks like this:

```
*** SHORT-TERM RESERVATIONS ***

   1) MAINTAIN FACILITY INFO
   2) RESERVE/VIEW FACILITY
   3) LIST FACILITIES
   4) MOVE UP
   5) CHANGE DISK
   6) QUIT


ENTER OPTION (1-6):
```

To select an option, type the number. Then follow the instructions and prompts which appear on the screen.

Options 1, 2 and 4 are used to set up facility schedules, make reservations and extend the reservation period. These options are further explained in the next chapters.

Use Option 3 when you want a listing (on the screen) of all facilities on the current data disk.

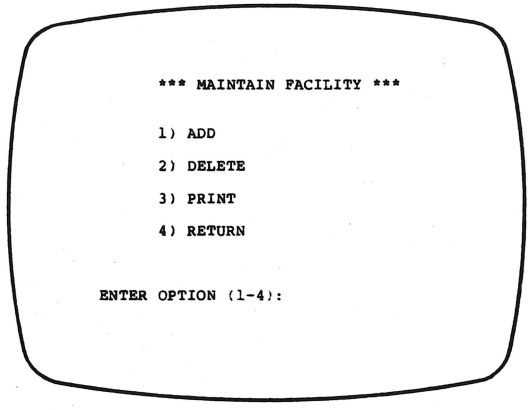
Option 5 is used each time you switch from one data disk to another to keep the computer from getting lost. This helps prevent data loss and other errors.

Use Option 6 whenever you leave the program. Otherwise, you may lose your data or cause other problems. Never leave the program by pressing the <RESET> key.

MAINTAINING FACILITY INFO

Option 1 on the Main Menu brings up the Maintain Facility Menu. The options on this menu allow you to add and delete facilities, as well as print a list of current reservations for a facility.

The Maintain Facility Menu is shown below:



To return to the Main Menu, select Option 4. Function and use of each maintenance option are explained below.

Adding A Facility.

Use this option to add a new facility. This is done before reservations can be made for the facility.

You will be asked for the times that the facility is available. Enter the beginning times for up to 12 time periods on each day of the week. To tell the computer that you are finished entering times for that day, type [END].

Regarding times, the program allows a maximum of 8 characters for the time in any format. However, **DO NOT USE A COLON.** Applesoft BASIC ignores any characters following a colon.

The "BEGINNING RESERVATION DATE" is the first day that the facility will be available for reservations. The initial reservation period is two weeks long. Any time thereafter, you can add to the period by using the "MOVE UP" option on the Main Menu.

Deleting A Facility.

This option eliminates a facility and all related reservations from the disk.

Note: Once a facility has been deleted, the reservations for that facility cannot be recovered.

Printing Reservations.

Use this option to print a list of all current reservations for a facility.

The Reservation Report looks like this:

FACILITY: SPORTS CENTER, COURT 3

DATE	TIME	NAME	CONTACT PERSON	PHONE
6/23/82	10.00 AM	TIGERS	JOHN BROWN	(206)841-2877
WED	11.00 AM	DELTA SIGMA	TERRY SUTHERLAND	(206)752-1988
	12.00			
	1.00 PM			
	2.00 PM			
	3.00 PM	BEARS	JACK SMITH	(206)387-1877
6/24/82	11.00 AM	LIONS CLUB	GEORGE LARSON	(206)187-2888
THU	12.00	WILDCATS	NANCY ISAACS	(206)863-2877
	1.00 PM			
	2.00 PM	BILL STANLEY	BILL STANLEY	(206)834-2988
	3.00 PM	BEARS	JACK SMITH	(206)387-1877
6/25/82	12.00	WSC ALUMNI	MARILYN THOMAS	(206)434-1356
FRI	1.00 PM			
	2.00 PM	TIGERS	JOHN BROWN	(206)841-2877
	3.00 PM	BEARS	JACK SMITH	(206)387-1877

Revising A Facility.

Revising an out-dated facility schedule is accomplished by using the "ADD", "DELETE" and "PRINT" options together.

To revise a schedule, first make a printout of all current reservations for the facility. Then reenter the facility with the new schedule using the "ADD" option. Also, reenter any remaining reservations for the facility using the "RESERVE" option from the Main Menu. Finally, delete the old facility using the "DELETE" option.

Return.

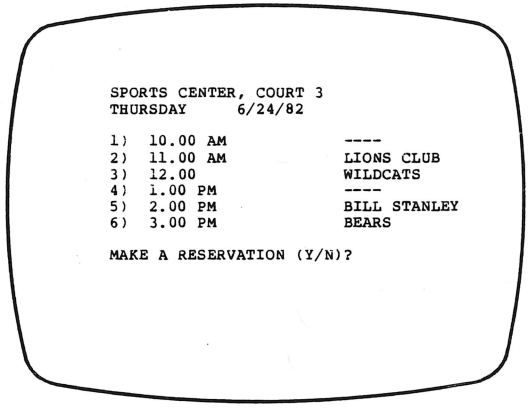
This option returns you to the Main Menu.

RESERVING OR VIEWING A FACILITY

Option 2 on the Main Menu allows you to view individual dates to see existing reservations and also to make new reservations. The date(s) must be within the current 2-week reservation period for the facility.

To use the option, follow the prompts on the screen. Details of the reservation process are further explained below:

After entering the name of the facility and the date you want to look at, the following screen will be displayed:



If you don't want to make a reservation for the date shown or if there are no dates available, type [N]. The next prompt, "MORE INFORMATION?", will give you a chance to see who has reservations for a particular time. If you want this information, type [Y] and then enter the number of the time period you want to see. Otherwise, type [N] for another date, another facility or return to the Main Menu.

To make a reservation, type [Y] in response to the "MAKE A RESERVATION?" prompt. Then enter the number of the time period to reserve, followed by the name of the reserving organization (max. 23 characters), contact person (max. 23 characters) and the phone number (max. 13 characters).

After the reservation is made, you can prepare a Reservation Permit to give the user. Follow the prompts to print it or display it on the screen and to make additional copies.

The Permit is shown below:

```
****************************************

            RESERVATION PERMIT

FACILITY: SPORTS CENTER, COURT 3

DATE: JUNE 24, 1982

TIME: 3.00 PM

ORGANIZATION: BEARS

CONTACT PERSON: JACK SMITH

PHONE: (206)387-1877

 REMEMBER TO BRING THIS SLIP WITH YOU!

****************************************
```

CHAPTER 5

MOVING UP FACILITY SCHEDULES

Option 4 on the Main Menu is used to update the facility schedule by adding new days to the schedule and dropping past days. The new days will have the same time slots as those in the original schedule.

When you use the option, your first prompt gives you the choice of updating all facilities or a single facility.

Next, you will be asked for the first date of the new reservation period. The new schedule will cover a 2-week period from this date, and all previous dates will be eliminated.

Once the facility and new date are specified, the program will make the changes in the file and tell you when the update is complete.

COPYING AND INITIALIZING DISKETTES

As mentioned in Chapter 1, we recommend making working copies of the master SHORT-TERM RESERVATIONS program diskette and copying your work regularly to protect your data from loss. Your Apple DOS Manual explains this procedure in detail. For your convenience, we will outline the copy procedure here as well.

1. Copy Procedure.

Step 1: Put a DOS 3.3 System Master in drive 1 and turn on your Apple.

Step 2: Type [RUN COPYA] and press <RETURN>.

Step 3: Remove the system master from drive 1 and replace it with the SHORT-TERM RESERVATIONS program diskette. Put a fresh diskette in drive 2.

Step 4: Press <RETURN> for the next four prompts regarding slot and drive numbers.

Step 5: -- PRESS 'RETURN' KEY TO BEGIN COPY --

When you press <RETURN>, the computer will automatically read the data on your program disk and write it to the duplicate disk.

Step 6: DO YOU WANT ANOTHER COPY (Y/N)?

To make another copy, type [Y] and press <RETURN>.

Otherwise type [N] and press <RETURN>. The screen will display a bracket "]", which means you are now ready either to turn off your system or start a new program.

2. Initializing A Data Diskette.

To make initialized data diskettes, see your Apple DOS manual or follow the steps below:

Step 1: Put a DOS 3.3 System Master in drive 1 and turn on your Apple.

Step 2: Remove the DOS 3.3 diskette and replace it with the diskette to be initialized.

Step 3: Type [INIT HELLO] and press <RETURN>.

When the procedure is finished, the diskette is ready to use with the SHORT-TERM RESERVATIONS program diskette to store data.

NOTES